



**CITY OF RICHMOND HILL
WORKSHOP OF THE MAYOR AND COUNCIL**

**Tuesday, September 19, 2023
6:00 P.M.**

**City Hall Council Chambers
40 Richard Davis Drive
Richmond Hill, Georgia 31324**

Present from City Council: Russ Carpenter, *Mayor*; *Councilmembers:* Kristi Cox, Robbie Ward, and Steve Scholar

Staff Present: Chris Lovell, *City Manager*; Nathan Clark, *Assistant City Manager*; Dawnne Greene, *City Clerk*; Derrick Cowart, *Finance Director*, Donna Wood, *Human Resource Director* and *RHPD Chief Mitch Shores*

Mayor Carpenter called the meeting to order at 6:00 P.M. Councilmember Cox gave the invocation. The Pledge of Allegiance was led by Councilmember Ward.

PLANNING AND ZONING

Planning and Zoning Director Randy Dykes asked council to reach out to him before the October 3, 2023 council meeting if they had any questions regarding the following items:

Board of Zoning Appeals Public Hearing

- a) A petition has been filed with the City of Richmond Hill by **Randy Bocook** requesting a variance to Article 7, Section 7.3 on minimum setback requirements, to allow an awning. The building is located at 9270 Ford Ave., property is zoned C-1, General Commercial.

Board of Zoning Appeals

- a) Approval/disapproval of a petition filed with the City of Richmond by **Randy Bocook** requesting a variance to Article 7, Section 7.3 on minimum setback requirements, to allow an awning. The building is located at 9270 Ford Ave., property is zoned C-1, General Commercial.

City Council

- a) Approval/Disapproval of the acceptance for processing of the Application for Annexation by **Hoyer Investment Company, on behalf of and with**
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authorization by the owners, Savannah Health services, LLC d/b/a Memorial Health University Medical Center for 290.618 acres of land, being a portion of the map and parcel number 061-055 located along Port Royal Road, and lying contiguous to the now existing boundaries of the City of Richmond Hill.

- b) Approval/Disapproval of the Preliminary Plat of Parcel 15B, being a portion of Parcel D, for **Belfast Commerce Centre, LLC**. Map and Parcel 049-002.

POLICE

RHPD Sergeant Ruben Acosta provided an overview of the Flock camera system and gave a presentation on future department needs.

FINANCE

Finance Director Derrick Cowart provided council with the upcoming calendar for the 2024 budget preparation.

HUMAN RESOURCES

Human Resources Director Donna Wood provided an overview of an employee handbook revision request that pertained to holiday day for first responders and the manner of distribution.

ADMINISTRATION

City Clerk Dawnne Greene requested council to consider increasing the administration fee for occupational tax applications since the fee has not increased in over a decade while staff and other system processing costs have increased. She also demonstrated the new website that will launch on October 25, 2023 and requested feedback from council. Lastly, she requested council review the MOU with the Richmond Hill Farmers Market since it will be presented to council for approval at an upcoming council meeting once both parties are in agreement and the city attorney has given final review.

CITY MANAGER

City Manager Chris Lovell provided a brief update on the following:

- The crape myrtle tree planting project cost is higher than expected. He requested feedback if council would be interested in decreasing the number of trees or would like to proceed with current amount and price.
- Timber Trail is expected to be repaved towards the end of October as part of the annual LMIG initiative.
- There is no Brisbon Road project update despite continued efforts to receive updates on this project from Bryan County.
- Improving drainage continues to be a focus for staff and council. A project in The Bottom area was identified to have potential to improve drainage by Marcus Sack Engineering. Staff will put together an RFP to start the process.

City Manager Lovell asked council to reach out to him with any questions regarding the trash pile burning award to DeVillars Lawncare, LLC and the SCADA system for wells award to GoForth Williamson.

NEW BUSINESS

Mayor Carpenter asked council to consider approving a resolution declaring shrimp dumping as a disaster for our coast and local fishing industry.

There being no further business, the meeting adjourned into a special called meeting at 6:38 p.m. in a motion made by Councilmember Ward. Motion was seconded by Councilmember Cox. Motion carried in the affirmative by all.

Attest:

Russ Carpenter
Mayor

Dawnne Greene
City Clerk



CITY OF RICHMOND HILL
40 Richard Davis Drive
Richmond Hill, GA 31324

September 19, 2023 | 6:00 P.M.

CITY COUNCIL SPECIAL CALLED MEETING MINUTES

Present from City Council: Mayor Russ Carpenter and *Councilmembers:* Kristi Cox, Steve Scholar, and Robbie Ward

Approval/Disapproval of the purchase of a Sewer Bypass Pump (ITB No. 2023-0713-1) from Synergy Rents, LLC in the amount of \$99,276

Councilmember Ward a motion to approve the purchase of a Sewer Bypass Pump (ITB No. 2023-0713-1) from Synergy Rents, LLC in the amount of \$99,276. The motion was seconded by Councilmember Cox. Motion carried in the affirmative by all.

Approval/Disapproval of the Resolution of Declaration for Disaster – Shrimp Dumping

Councilmember Scholar a motion to approve the Resolution of Declaration for Disaster – Shrimp Dumping. The motion was seconded by Councilmember Cox. Motion carried in the affirmative by all.

Executive session for **personnel matters**

Councilmember Scholar made the motion to enter into executive session for personnel matters. The motion was seconded by Councilmember Cox. Motion was carried in the affirmative by all.

Councilmember Scholar made the motion to enter back into open session. The motion was seconded by Councilmember Cox. Motion was carried in the affirmative by all.

No further business was addressed during this special called meeting.

Councilmember Scholar made the motion to adjourn. The motion was seconded by Councilmember Ward. Motion was carried in the affirmative by all.

Attest:

Russ Carpenter
Mayor

Dawnne Greene
City Clerk



RESOLUTION 2023-0919

RESOLUTION FOR DECLARATION OF DISASTER "SHRIMP DUMPING"

WHEREAS, the recent influxes of imported shrimp into the United States markets have affected the ability to market and sell wild caught domestic shrimp, also known as Shrimp Dumping; and

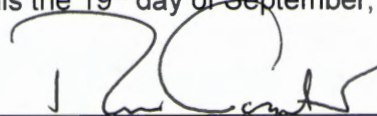
WHEREAS, the magnitude of the potential damage and the rapidity with which the continuation of the decrease of the marketability of domestic shrimp is an imminent threat of disaster; and

WHEREAS, the declaration of such disaster authorizes the imposition of controls on activities which tend to increase the likelihood of injury to the public; and

WHEREAS, such controls, once implemented, have the potential of protecting lives and property by mitigating the threat of preventing the complete destruction of an economy upon which City of Richmond Hill residents rely upon; and

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and Council of the City of Richmond Hill that a declaration of disaster is warranted by shrimp dumping.

Approved and adopted by the City of Richmond Hill this the 19th day of September, 2023.



Russ Carpenter, Mayor

ATTEST:



Dawnne Greene, City Clerk



Resolution of the Richmond Hill City Council

BE IT RESOLVED by the Richmond Hill City Council as follows: At the meeting held on the 19th day of September, 2023, the Council entered into closed session for the purpose of discussing Personnel Matters. At the close of the discussions upon this subject, the Council did vote to re-enter into open session and herewith takes the following action in open session:

(1) The actions of the Council and the discussions of the same regarding the matter set forth for closed session purposes are hereby ratified.

(2) Each member of this body does hereby confirm that to the best of his or her knowledge, based upon the advice of the City Attorney, the said subject matter of the meeting and of the closed session portion was devoted to matters within the specific relevant exception(s) as set forth above.

(3) The Mayor, or presiding officer, is hereby authorized and directed to execute an affidavit, with full support of the members of this Council, in order to comply with O.C.G.A. §50-14-4(b).

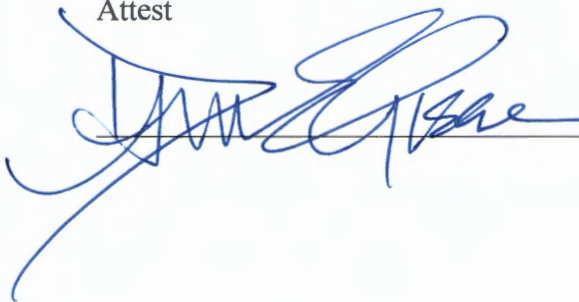
(4) The affidavit shall be included and filed with the official minutes of the meeting and shall be in a form as required by the statute, which shall be substantially as follows:

Approved this 19th day of September, 2023.

_____, Mayor



Attest


_____, City Clerk

Affidavit

Personally appeared before the undersigned-attesting officer, duly authorized to administer oaths, Russ Carpenter, who, after being duly sworn, deposes and on oath states the following:

(1) I was presiding officer of a meeting of the Richmond Hill City Council held on the 19th day of September, 2023.

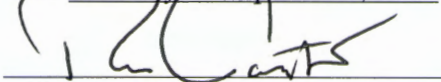
(2) That it is my understanding that O.C.G.A §50-14-4(b) provides as follows:

When any meeting of an agency is closed to the public pursuant to subsection (a) of this Code section, the chairperson or other person presiding over such meeting shall execute and file with the official minutes of the meeting a notarized affidavit stating under oath that the subject matter of the meeting or the closed portion thereof was devoted to matters within the exceptions provided by law and identifying the specific relevant exceptions.

(3) The subject matter of the closed meeting or closed portion of the meeting held on the 19th of September, 2023, which was closed for the purpose(s) of discussion of Personnel Matters as allowed by O.C.G.A, Title 50, Chapter 14, was devoted to matters within those exceptions and as provided by law.

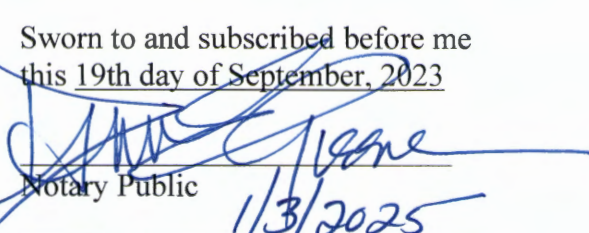
(4) This affidavit is being executed for the purpose of complying with the mandate of O.C.G.A. §50-14-4(b) that such an affidavit be executed.

This 19th day of September, 2023



Mayor/Presiding Officer

Sworn to and subscribed before me
this 19th day of September, 2023



Notary Public

1/3/2025

Commission Expires

